

Alabama Department of Child Abuse and Neglect Prevention (Children's Trust Fund)

Program Year 2010 - 2011

(August 1, 2010 – July 31, 2011)

RFP Training



Staff Introductions

Mission Statement

- The Department of Child Abuse Prevention, (DCAP) secures resources to fund evidence-based community programs committed to the prevention of child maltreatment. We advocate for children and the strengthening of families.

April is Child Abuse Prevention Month



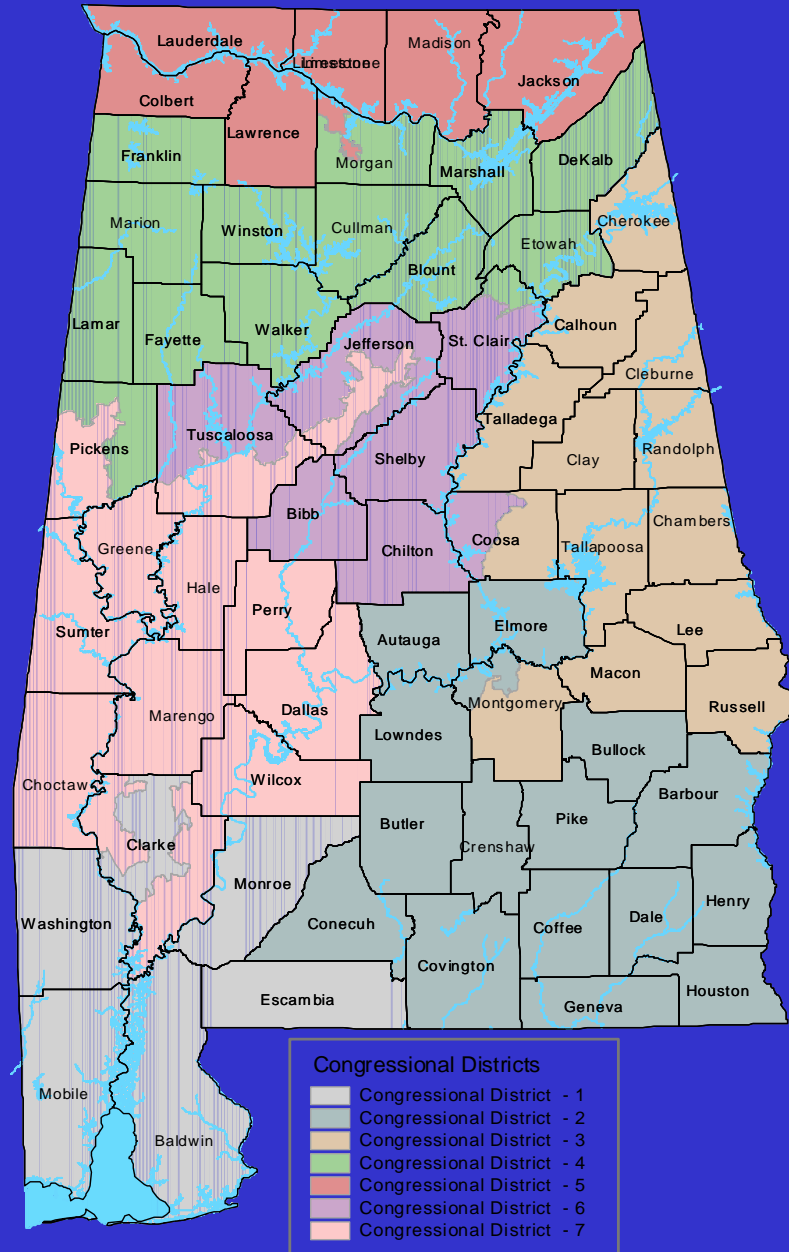
**Alabama's Children Need You.
Prevent Child Abuse**

**Children's Trust Fund Rally
at the State House**

**Wednesday,
April 14, 2010
10:00 am**

Support, strengthen, and promote
healthy families in our communities.

109th Congressional Districts



How to Contact the Department:

Phone: (334) 242-5710

Fax: (334) 242-5711

www.ctf.alabama.gov

Email: staff@ctf.alabama.gov

Current Grantees

- ALL current grantees are stipulated in your 2009-2010 contract to attend RFP Training.
- Remember to sign the “Mandatory Attendance Form” before you leave! See DCAP staff.

What is DCAP?

- Alabama Department of Child Abuse and Neglect Prevention.
- Created in 1983: 27th Year Anniversary.
- Governed by a fourteen member State Board.
- In Program Year 2009-2010, DCAP is funding approximately 175 child abuse and neglect prevention programs (competitive and non-competitive) throughout the State of Alabama.

**TOTAL GRANTS AWARDED
PROGRAM YEAR 2009 – 2010**

MCOP (Mentoring Children of Promise)

Total Programs Funded: 10
Total Awarded: \$850,000

TANF – Fatherhood and Healthy Marriage

Total Programs Funded: 22
Total Awarded: \$893,000

ALL OTHER PROGRAMS FUNDED –

Total Programs Funded: 144
Total Awarded: \$3,855,962

The Application Process

- Completed Grant Applications must be **received** at the DCAP office no later than 5:00 p.m. CST, Thursday, May 20, 2010.
- No grant applications will be considered after this time/date.
- Grants will be reviewed by DCAP staff, Local Review Teams, and DCAP Board members.
- The DCAP Board makes all final funding decisions.
- Grant Award Contracts for 2010-2011 will begin August 1, 2010 (pending the State budgets).

Program Types

- **Parenting Education and Support**
- **Home Visiting**
- **Public Awareness and Training**
- **Respite Care**
- **School - Based**
- **Non School – Based/ After School**
- **Mentoring**

For PY 2010-2011 DCAP has four competitive funding streams available to applicants:

- Traditional Funds – State General Fund and Education Trust Fund.
- Children First Trust Fund- Tobacco settlement dollars from the Children First Trust Fund.
- Community Based Child Abuse Prevention (CBCAP) – U. S. Department of Health and Human Services – CAPTA.
- TANF (Fatherhood and Healthy Relationships) – funded by State DHR: **separate application** process/training immediately following this presentation.

Additional Funding

- Tag sales: Alabama Realtors® and Children's Trust Fund
- Income tax check-off: Schedule DC, Line 1 D, Child Abuse Trust Fund
- Private individual contributions
- Private donations from individual Realtors® when they sell a home or make an individual contribution
- DCAP grants from private sources

Funds for Prevention Programs – Do you have one?



2009 Tag Sales

Children's Trust Fund and Realtors®

January 1, 2009 through December 31, 2009

| | | |
|------------------------------------|------------|-----|
| Children's Trust Fund | 340 | |
| Children's Trust Fund-Personalized | <u>326</u> | |
| total | | 666 |

| | | |
|----------------------|-----|-------|
| Realtor | 922 | |
| Realtor-Personalized | 404 | |
| total | | 1,326 |

1,992 tags x 45.75 = \$ 91,134 for programs!

Billboards – Clanton, Montgomery, Phenix City, Eufaula and Troy



Traditional Programs

- State of Alabama General Fund and Education Trust Fund.
- These state dollars can be used to fund all program types listed in the 2010-2011 RFP.

Children First Trust Fund (Tobacco Settlement Dollars)

- Funds At-Risk Youth Programs and Family Support Programs.
- These private dollars can be used to fund all types of programs in the 2010-2011 RFP.

CBCAP

(U.S. Department of Health and Human Services)

- Federal grant funds (CAPTA) primarily used for Family Resource Centers, Respite Care, Home Visiting and Parent Education/Support Programs.

Fatherhood and Healthy Relationship Programs TANF-DHR

- Please contact Paul Smelley or Mike Roberts at 334-242-5710.
- TANF: Temporary Assistance to Needy Families, DHHS
- *Presentation to follow*

This program is funded through a partnership between DHR and the Children's Trust Fund of Alabama.



Changes from Previous Years

See page 4, RFP for Significant Changes

- Grant Application Ceiling, Page 6, RFP
- ORGANIZATIONS MAY NOT APPLY FOR MORE THAN A TOTAL OF \$75,000 IN GRANT FUNDS, NOT INCLUDING A SEPARATE FATHERHOOD/HR (TANF-DHR) APPLICATION, FOR PROGRAM YEAR 2010-2011.

Changes from Previous Years

- All employees and volunteers having direct contact, care/treatment, or custodial responsibility with children eighteen years of age or younger, as per Alabama Department of Child Abuse and Neglect Prevention (ADCANP) – Children's Trust Fund policy, must have a national criminal background investigation completed prior to working directly with a child under the age of eighteen. Minimum requirements include:
 - National Criminal Search
 - National Sex Offender Report
 - OFAC Report
 - Alabama Statewide Search
 - Social Security Trace Hawk
- The estimated fee for the national criminal background check is \$14.00 - \$16.00 per individual. A grant applicant will include funding for each background check in the proposed budget under the line of "Background Check".

Changes from Previous Years continued

Page 5: State Level: All grant applications will be submitted to the State Board with recommendations from the local grant review team and ADCANP Staff. The Board has the discretion to approve or disapprove funding and will make the final decisions on the funding amount granted. Board review is based primarily on the grant application, Local Review team recommendations, ADCANP staff recommendations and University of Alabama Evaluation Team's report to the State Board.

- **Request for Reconsideration:** Per page 6, funding decisions made by the State Board on July 22-23, 2010 are final.

Changes from Previous Years continued

- Grantee Training: Regional Grantee Trainings: September 21-24, 2009*
- (Decatur, Hoover, Montgomery and Mobile) (page 8)
 - *September 21, 22, 23 or 24, 2010 Mandatory for all grantees. Attend 1 day only.
- Budget Revisions: No budget revisions are allowed after **June 30, 2011*** unless specified in the contract. (*page 9 – new date for PY 10-11)

Changes from Previous Years

- Programs must begin within **30** days after contract execution. Late start-up dates must be requested **in writing** and approved by DCAP. (page 9)
- Budget revisions from **any** budget category, or adding new line items, must be submitted in writing and approved by DCAP prior to implementation. (page 9)

Changes from Previous Years continued

- Public Awareness and Training Programs: (page 17)
 - Abusive Head Injury (Shaken Baby Syndrome) Prevention
 - Mandatory Reporter Training
 - Internet/On-line Safety Training
- School Based programs - 3 presentations minimum. (page 18)
- Tobacco Education - All Children First programs must include information/education on prevention/cessation of tobacco products. **Tar Wars® is an approved curriculum to supplement the applicant's primary child maltreatment prevention curriculum. Please visit www.tarwars.org for more information.** (page 19)

Changes from Previous Years continued

- Program Evaluation and Target Data – University of Alabama, Pages 21-24.
 - Dr. Debra Nelson-Gardell and M. Felicia Woerner, M.A., School of Social Work

Changes from Previous Years continued

- **Page 28 (Grant Review Scoring Sheet)**
- Standard Deductions
 - 1. Tabs Missing/Incorrect Tabs 5 points
 - 2. Original or Copies not signed 5 points
 - 3. Late Quarterly Financial Report (s) 5 points
 - 4. Late UA Data Report (s) 5 points
 - 5. CD Not Included 5 points
 - 6. Program Narrative Exceeds 5 pages 5 points

Grantee Responsibilities (page 10)

- Implement the funded program in accordance with the contract and the 2010-2011 RFP.
- Demonstrate an impact upon the population served.
- Maintain accepted accounting methods.
- Publicize the income tax check-off, DCAP-Children's Trust Fund Car Tags and facilitate fundraising and public awareness for DCAP.
- Attend Regional Grantee Training (one day only) September 21, 22, 23 or 24, 2010.
- Conduct background checks in accordance with Department Policy.

Responsibilities of the Grantee (page 10)

- Legislative notification/media events – **not check presentations!**
- Board of Adjustment: claims must be filed within 1 year after the cause of action.
- Notify the ADCANP Director of special incidents and reports of suspected child abuse or neglect within 24 hours of event.
- Notify the assigned Field Director of any new program staff.
- **Must distribute tobacco cessation, Shaken Baby Prevention and safe sleeping environment information to program participants. (new)**

Program Funding Guidelines & Program Eligibility and Requirements

- See pages 11-13
- **See page 35 for additional definitions of primary, secondary, and tertiary prevention. ADCANP will not fund a tertiary prevention program.*

Program Eligibility and Requirements

- 3 **current** support letters or memorandums of understanding (must specifically support your [1] program). (Page 11, # 5)
 - one must be from the Children's Policy Council and the Local Domestic Violence Shelter.
- Page 12, # 7: Documentation of 501(c) (3) status must be included in the grant application to receive funding. **Any Grant Application not showing current status documentation of an IRS Form 501(c) (3) by May 20, 2010 will not be funded.** (Applicant must provide documentation to ADCANP by May 20, 2010 no later than 5 p.m.)

Program Eligibility and Requirements

- Page 12, # 13: Programs that serve families and children must encourage strong collaboration with other public/private agencies in the community. (Provide copies of Support Letters, Memorandums of Understanding or Cooperative Agreements.)

Ineligible Programs, Services and Expenses, page 13

- Pay close attention to page 13 – exclusionary criteria including:
 - Tertiary Prevention Programs
 - Suicide Prevention Programs
 - Tutoring
 - Legal expenses/fees

Ineligible Programs, Services and Expenses (page 13)

- Economic approaches (i.e. child support, divorce equity, or income maintenance programs)
- Domestic violence (spouse abuse) education or shelter-based treatment programs
- Crime prevention programs
- Teen pregnancy prevention programs
- Drug, alcohol or other substance abuse treatment programs
- AIDS counseling or prevention programs
- Stranger Awareness Programs
- Boot Camps

Ineligible Programs, Services and Expenses (page 13)

- Purchase of fund-raising services or items.
- “Indirect costs” or any costs that cannot be itemized in the DCAP budget.
- Equipment purchases exceeding \$499 for one item.
- Per Diem or gasoline purchases
 - *Only actual travel expenses are reimbursable.*
Mileage rate not to exceed current state rate.

Ineligible Programs, Services and Expenses (page 13)

- Percentage of personnel benefits over the amount specified in the DCAP budget.
- Duplicating any portion of a salary of any current government employee (Supplanting).
- Promotional items (T- shirts, caps, cups, etc.).
- Payment for services currently being funded by DCAP.

Ineligible Programs, Services and Expenses (page 13)

- Fees to consultants who write the DCAP grant for an organization.
- Food and Beverages (State Funds may not be used to purchase food or beverages).
- Computer Leases

Ineligible Programs, Services and Expenses (page 13)

- Grantees may not charge salaries and/or benefits to the DCAP grant during LWOP, sabbaticals, or extended “holidays”, i.e. Spring and Christmas breaks, (other than vacation or annual leave). The only holidays chargeable to the DCAP grant are those approved by the Governor’s Office and applicable to all state agencies.
- Contact a DCAP Field Director or Auditor if you have questions concerning budget expenditures.

Financial Definitions/Required Match

Page 14

- Cash match is a cash outlay of 50% required of all applicants. A minimum of one half of the required match must be in cash. All of the match may be in cash. (*Ref: Code of Alabama, 1975, 26-16-9 (a) (1) b.*)
- In-kind contributions are contributions other than actual dollars by the grantee's own organization, other agencies and institutions, or by private organizations and individuals.
- New volunteer rate: \$20.25 per hour

Parent Focused Program Components and Definitions

Pages 15-17

The primary purpose of the program must be child abuse and neglect prevention.

- Parenting Education and Support Programs
- Home Visiting Programs
- Public Awareness and Training Programs
- Respite Care Programs

Evaluation

- Use the recommended University of Alabama evaluation tool that measures program effectiveness.

Child Focused Program Components and Definitions

Pages 18-20

*The primary purpose of the program
must be child abuse and neglect
prevention.*

- School-Based Programs
- After-School/Non-School Based Programs
- Mentoring Programs

Evaluation

- Use the recommended University of Alabama evaluation tool that measures program effectiveness.

School-based programs

- *School-Based Programs must focus on the following:*
- 1. Personal Safety*
 - Body safety (**Body safety can be taught through Grade 3. After 3rd grade, the focus should be life skills and child maltreatment prevention.**)
 - Speaking up for themselves
 - Support systems

**If using a curriculum that focuses on Personal Safety, the program must incorporate identifying, managing and communicating feelings.*

- 2. Life Skills and child maltreatment prevention
 - Bullying Prevention
 - Internet Safety (including “sexting”, “cyberbullying”, and internet exploitation prevention)

Program Goals, Objectives and Target Data Pages 21-24

**DCAP Evaluation Team
University of Alabama
School of Social Work**

Evaluation Aim: Grantees will demonstrate through the evaluation process how their programs achieve the objectives listed for each of the program types for which funding is awarded.

University of Alabama

- Let's introduce.....

M. Felicia Woerner, M.A.!!!

Promote Your DCAP funded Prevention Program

- See Score Sheet, Page 27, J: **Promotion of DCAP funded Prevention Programs (All applicants – No points)**
- *Did the applicant:* Include a plan to market the Children's Trust Fund license plates to the community.

Completing the Application

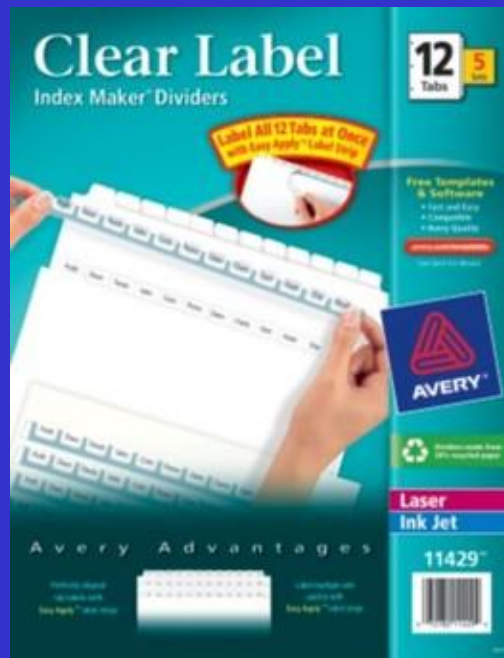
Please remove pages 8-9
(Grant Application) and
replace with **revised** “gold”
pages.

* Program Narrative is now
A–I, not A-J due to program
location being included in
Section A.

Tabs

- Talk to DCAP staff after the presentation if you have any questions. Do **not** use the “multi-color” slide-in tabs.

Example:



We recommend referring to the score sheet as you write the application.

If you “cut and paste”, ensure this year’s changes are made!



Application Checklist/Appendix A (page 4)

- Place all items in the order indicated and be careful not to omit any items.
- Contents must be labeled, tabbed and in order.
- Save application (excluding attachments) on a CD. Include Organization and Program Name on the CD label.
- Grant Application Cover Page: original and five (5) copies (one CD attached) must be signed by Authorized Official BEFORE sending to DCAP.

Cover Page (page 5)

- Organizations apply by program type, not by funding stream.
- An organization may apply in all program categories but it must be for different programs.
- A separate application and cover page is required for each program.
- Complete all sections, including Congressional and Legislative districts!
- If school-based or child focused, grades served:

Zero-3 Pre-school Kindergarten-1st Grade

– (circle all that apply)

Grades 2-3

Grades 4-5

Grades 6-7

–

Grades 8-9

Grades 10-12

other (specify):_____

Will the proposed program serve children with disabilities/special needs? ____yes ____no

Cover Page

III. Public Awareness and Training programs not to exceed \$10,000 for PY 2010-2011.

Public Awareness and Training Programs should focus on:

1. **Abusive Head Injury (Shaken Baby Syndrome) Prevention:** Prevention programming for parents, medical professionals, caregivers (including intimate partners), and child care providers to prevent behavior causing physical harm to a child. Programs should incorporate training materials recommended by the American Academy of Pediatrics.
2. **Mandatory Reporter Training:** Prevention training to child protective workers, educators, law enforcement, clergy and other professions meeting the legal criteria as mandatory reporters for the suspicion of child abuse and/or neglect.
3. **Internet/On-line Safety Training:** programs (including cyberbullying, sexting and internet exploitation) must provide training to parents, children, and educators to enable users to learn the aspects of Internet safety. Programs should incorporate training materials recommended by *The National Center for Missing and Exploited Children (NCMEC)*.

Financial Cover Page

(page 6)

- This page is where information is taken when it is time to issue checks, and who is called when there is a problem or issue concerning money.
- Complete all requested information.
- Federal Employee Identification Number - state agencies, list agency codes.
- Email addresses listed will receive DCAP emails. Provide all necessary e-mail addresses. All DCAP funded programs must have internet access and a working e-mail address.

Organization's ADCANP Funding History

Organization's Total Years Funded: _____

| Years Funded* | Amount | Program(s) Funded | Contract Number |
|---------------|--------|-------------------|-----------------|
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |

*Add more rows if needed.

Request for Funding Increase

(Current Grantees Only) The Department does not anticipate any substantial increase in Federal or State Funds for Program Year 2010-2011. However, grantees requesting a funding increase must clearly justify why the additional funds are needed.

Program Narrative

(Pages 8-9)

- **A. Purpose of the Program/Location –**
Describe what the program intends to achieve, and how this program plans to prevent child abuse and neglect. Provide an operational plan that includes specific activities for attaining UA program objectives.
 - Name the program location and describe the participants' accessibility to the site. List days of the week and time the program is conducted.
 - Attachment A: Completed Application Checklist

Program Narrative Continued

(Page 8)

- **B. Problem and Needs Assessment** –Identify the problem, demonstrate an understanding of the problem that the program will address (Focus on service delivery area and review LOCAL data). Avoid making this the majority of your grant application narrative! *One former applicant wrote 2/5 of their program narrative for this one section.*
- **C. Program Management and Organization** – Briefly describe the structure and history of the organization. (Organizational capacity: What if one person resigns or gets sick? Can the program continue?)
 - Appendix B - Organizational Chart
 - Appendix C – Resumes or job descriptions
 - Appendix D – Current List of Board of Directors
(include name, title, email address and term)

Program Narrative Continued

(page 8)

- **D. Population to be served** – Who they are, how will you find and keep them! (Identify, Recruit, Retain, Follow-up **and** Parental Consent).
 - Appendix E: Target Data Form (RFP, page 24)

Program Narrative (page 9)

- **E. Collaboration with Other Agencies** – How your program works with other programs and agencies to provide comprehensive, non-duplicative services.
 - Appendix F: **Attach three (3) current Support Letters and/or Memorandums of Understanding or Cooperative Agreements; one being from the local Children's Policy Council and the Local Domestic Violence Shelter. Must support *specific* program.**
- **F. Curricula** – What curriculum you will use and how it is appropriate. **Updated** Curriculum Guide is available on the website.
 - Appendix G – Synopsis of Curriculum or Outline for composite client (individualized). *See sample on next 2 slides.*



Second Step[®]

A Violence Prevention
Curriculum

Middle School/Junior High

Level 1

Foundation Lessons

Committee for Children
2203 Airport Way South, Suite 500
Seattle, Washington 98134-2027
(206) 343-1223
(800) 634-4449

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Program Narrative (Page 9)

- **G. Use of Volunteers** – Duties, recruiting, screening, training, and number of volunteers.
 - Compliance with revised DCAP background check policy
 - Appendix H – Volunteer training outline
 - *If applicable, list why volunteers are not utilized in the DCAP funded program.*
- **H. Stipulations - Current Grantees Only.**
 - (Review Your Grant Award Contracts) Explain how your organization has been meeting DCAP Board Stipulations for Program Year 2009-2010. *One stipulation is being fulfilled today!*

Program Narrative (Page 9)

- **I: Promotion of DCAP funded Prevention Programs:**
 - To Be Completed By ALL Applicants: (No points)
 - The applicant organization shall provide a brief statement of how it will recognize and promote the Children's Trust Fund in their community as it relates to their prevention program. Include a plan to market the DCAP-CTF license plate to the community.

Budget (Page 10)

- Budget consists of two main categories: Personnel Expenses and Operating Expenses. *Total at bottom of page.*
- Match is 50% (with at least 25% in cash-match and 25% in-kind match, or all cash match).
- Refer to definitions of DCAP Budget line items on last two pages of the Grant Application.

Personnel Budget Worksheet

(Page 11)

Personnel Budget Worksheet* *(Complete each line for each Employee)*

| |
|---|
| Employee Name: |
| Title: |
| Education: (School(s), Year Graduated, Degree, Major): |
| Full-time or Part -time (indicate # of hours per week): |
| Annual Salary: |
| Annual Benefits: |
| Total Annual Salary and Benefits: |
| # of Hours per week on CTF Grant: |
| Total Salary and Benefits to CTF Grant: |
| Brief Job Description/Responsibilities: |

Budget Narrative (Page 12)

1. Appendix I: Attach copy of 2008 or 2009 Independent Auditor's Report (letter of opinion or disclaimer of opinion) on the financial statements and a copy of 2008 or 2009 IRS Form 990.
2. Appendix J: IRS Form 501 (c) (3) status/letter.

To update your letter → **(877) 829-5500** call must be made by current officer and should have EIN # available. Verified 3/25/10, P.S.

3. Give a brief explanation of each line item that will be charged to the DCAP grant (excluding match).

Example: Staff Development \$495.00

\$495.00 – train home visitors in Parents As Teachers® curriculum.

Budget Narrative (Page 12)

4. Provide a current year list of all funding sources to include, but not limited to: Federal, State and local grants.

Example: \$20,000.00 – Safe and Drug Free Schools Grant, ADECA (September 1, 2009 – August 31, 2010)

Program/University of Alabama Objectives Information (Page 13)

- This page is to be completed by current grantees ONLY.
- Your opportunity to share information about your program and organization with staff, local reviewers and the DCAP Board.
- ***Refer to your UA Data Reports/Correspondence and/or Site Visit Report.***

Program/Alabama University Objectives Information

(Page 13)

- Were Program/University of Alabama Objectives achieved in Program Year 2009-2010? Did you observe improvements in participants' knowledge, behavior and/or attitudes related to the selected PY 2009-2010 Program Objectives? Explain and include examples.
- Did the program encounter barriers to effective program implementation? How will each be addressed, corrected and changed for future implementation?
- Did the program encounter any barriers using the evaluation tools provided by The University of Alabama? If so, what type of assistance would be helpful for future program evaluation efforts?

Limit response to one (1) page.

Grantee Consent Form (Page 14)

- This page outlines the responsibilities of the grantee. By initialing and signing this form, the applicant is agreeing to comply with all RFP/Grant Application requirements and other applicable DCAP rules and regulations.

_____ I will return the completed Grant Award Contract and Standard Grant Conditions and Assurances Contract (signed and dated) to ADCANP no later than 5:00 p.m. on September 2, 2010. (No faxed copies accepted.)

_____ To send the **personnel responsible for the programmatic and financial management of the ADCANP grant** to mandatory Grantee Training (one day) on September 21 or 22 or 23 or 24, 2010.

Grantee Consent Form (Page 14)

_____ To comply with the 2010-2011 Request for Proposal and other applicable ADCANP rules, regulations and statutes.

_____ I understand that failure to submit all required reports by the dates specified in the Grant Award Contract and Standard Grant Conditions and Assurances Contract will result in delayed payment/checks or contract termination.

_____ Report special incidents within 24 hours of event to include: Unplanned law enforcement involvement, medical emergencies, allegations of abuse, etc. Submit a written report to the ADCANP Director.

_____ To conduct background checks in accordance with ADCANP Policy.

Receipt Verification Form

(Page 15)

- If you are mailing a grant application, please complete the Receipt Verification Form (original and one copy) and place postage on it.
- DCAP will return the form date/time stamped as verification that your grant was received.

Definitions of ADCANP Budget line items

- See pages 16-17, including revisions to Personnel/Benefits.



Friendly Advice

- If hand delivering the Grant Application, delivery date should be at least one day early.
- If sending it by mail or carrier, send one week early.
- Peer review: ask a colleague to score your application. (Score sheets are on pages 25-28, RFP.)



Current Grantees

- Remember to sign the “Mandatory Attendance Form” before you leave! See DCAP staff at table.

Good Luck!

- DCAP staff is available to answer any questions you may have about the RFP or the Grant Application.
- **If you are a current grantee, please contact your Field Director to answer specific questions.**
- Thank you for your interest in DCAP and the work you do for children and families in Alabama!

How to Contact the Department:

Phone: (334) 242-5710

www.ctf.alabama.gov

Email: staff@ctf.alabama.gov